

<p style="text-align: center;"><b>EXPEDITED CHILD SUPPORT PROCESS</b> <b>INSTRUCTIONS FOR REQUESTING TRANSCRIPTS</b></p>
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**Who May Use This Form?**

Child support hearings are a matter of public record. Any person may request a transcript of a child support hearing heard in the expedited process, whether or not a party to the child support matter.

**General Reasons to Request a Transcript**

There are three general purposes for making a request: (1) to have a written record for informational purposes, (2) to support a motion for clerical mistakes or a motion for review, or (3) to support an appeal to the court of appeals.

**How Do I Make A Request For A Transcript?**

1. Complete the Request for Transcript form and type or print neatly using dark ink. Court personnel, the county attorney's office or the county child support agency cannot help you fill out these forms.
2. Copy the names of the parties in the exact order as they appear on your current child support order or your divorce or paternity decree. If you are the Petitioner/Plaintiff in the current order or decree you will be the Petitioner/Plaintiff in this request. If you are the Respondent/Defendant in the current order or decree you will be the Respondent/Defendant in this request.

**File the Request for Transcript Form**

After you finish filling out the form, file it with the Court Administrator in the county where your file is located. After the request is filed with the court, the court mails the request to the transcriber.

**Transcriber Contact / Transcriber Costs / Payment**

Within 10 days from receipt of the request, the transcriber will contact you by mail or by telephone with an estimated cost to prepare the transcript. **If your hearing was approximately 30 minutes long, an estimate of the cost to prepare one original transcript and one copy may be about \$120.00. This cost will be more if additional copies are made.** After you receive the estimated cost for the transcript, you have the right to withdraw your request without paying any costs. If you decide you still want the transcript, you must send full payment to the transcriber within 10 days from the day the transcriber contacts you with information about the cost. Payment must be made to the transcriber **before** the transcript is prepared. If the cost is higher than the estimate, you will be notified of the amount and must pay the balance before delivery of the transcript. If the cost is lower than the estimate, a refund will be mailed to you. Failure to make timely payment will result in cancellation of your Request for Transcript.

**Inability to Pay / In Forma Pauperis Application**

If you cannot afford to pay the transcriber's fee, you may file a request to proceed In Forma Pauperis, along with a Supplemental Request to Proceed In Forma Pauperis form. You must file both of these forms within five days after receiving the estimated cost for the transcript. Applications can be picked up from court administration or found on the court website at

[www.courts.state.mn.us](http://www.courts.state.mn.us) under “Clerks Office”. **Please note: if you already have a court order on file previously granting you In Forma Pauperis, you must file a Supplemental Application to Proceed In Forma Pauperis.** If the court finds that you qualify for IFP, you will not have to pay the costs for the transcript. **If your request is granted, you must send a copy of the order waiving your costs for the transcript to the transcriber as soon as possible to verify that the court will pay for the transcript. Failure to do so may result in your request being cancelled.**

### **Copies of the Transcript**

If you are requesting a transcript for informational purposes only, the transcriber must prepare one original and one copy. The transcriber must file the original with the court and mail the copy to you. If the transcript request is for a motion for clerical mistakes, motion for review, or appeal, the transcriber must file the original transcript with the court and serve a copy of the transcript on each party (including yourself and the county attorney’s office, if it is a party). Please provide the mailing address of the other party on the request form. You are responsible for paying for all copies of the transcripts, which will be included in the total preparation fee given to you by the transcriber.

### **Withdrawal or Cancellation of Request**

You may withdraw your request anytime before the transcriber begins working on the transcript. Failure to pay for your transcript or not promptly sending a copy of the IFP order waiving the costs will be grounds for cancellation of your request. If you decide at a later time that you want the transcript after it has been withdrawn or cancelled, you must file another Request for Transcript form.

If you have any questions regarding the status of your transcript request, please contact State Court Administration, Child Support Unit, at 651-205-4790.